

## Plan Underway to Remove Duplicate ACT Scores

The Kentucky Department of Education (KDE) pushed 2013 ACT scores to all districts July 31. This unintentionally created duplicate ACT records for districts that had previously loaded their 2013 ACT scores. These scores are in the template marked as “ACT (KDE).” District assessment coordinators (DACs) were notified of this Aug. 13 through the Tuesday e-mail.

KDE worked with Infinite Campus to remove the March 1, 2013, scores that KDE sent to districts as the first step in the clean-up process. Districts that want the ACT (KDE) template deleted can request that through the Infinite Campus help desk. Requests to delete the ACT (KDE) template should be made by Aug. 26, 2013. We apologize for any issue this may have caused your district.

The duplicates did not necessarily create a problem for districts that had not already loaded scores or districts that had created a unique template. Those districts that used the ACT (KDE) template to load their scores are the ones with true duplicates. Because the scores are within the same template, there is the potential that both sets of scores are appearing on transcripts and other custom reports. Districts that have duplicates from prior years in the ACT (KDE)

template should notify KDE’s Raymond Carter at [raymond.carter@education.ky.gov](mailto:raymond.carter@education.ky.gov) or (502) 564-2020 to coordinate additional cleanup.

Once this issue is resolved, district staff may request ACT scores be pushed from KDE to their district. Send Carter your requests. KDE will publish scores to the ACT (KDE) template only by district request.

Going forward, KDE plans to create a “KY OFFICIAL” ACT template. Only KDE will have access to push scores into this template. KDE needs a locked ACT template to maintain integrity of state reportable data. KDE will use this KY OFFICIAL template for data requests, and we will recommend it for use with eTranscripts. Districts still will have access to use the current ACT (KDE) template to upload ACT scores.

The plan is to republish the 2013 scores in the new KY OFFICIAL template and then, as time allows, publish prior years and national scores. We need to know if this plan would cause problems for your district. For districts that load ACT scores locally, this means there will be two templates, but it is necessary to have a locked ACT template to ensure data integrity.

## 2012-13 School Report Card Data Review Due Aug. 30

The School Report Card Quality Assurance (QA) site is available [here](#). This site is available only within the KETS network. On Aug. 8, district contacts received notification and a request to complete verification of the Profile and Learning Environment data by Aug. 30. The data available for review includes:

- **Profile** – district/school name; address and contact information; site-based and board members; school/district picture or graphic; geographical coordinates (as defined through

[Front Door](#) initiative); and narratives for alternative programs

- **Learning Environment** – data on students, teachers, technology, community, programs, safety and career pathways; program data (gifted and talented, migrant, English Language Learners (ELLs) and special education data) and career pathway data are new for 2013; teaching method and instructional settings on the Teachers tab

Reviewing this data now is important, as it will be locked after Aug. 30

so the focus can turn to assessment, accountability and delivery data that will become available in September.

If you have concerns about the data presented, please contact the KDE data steward for that data. A list of data stewards is available on the School Report Card page at <http://education.ky.gov/AA/distsupp/Pages/SRC.aspx>.

Federal and state regulations require the School Report Card. All data is expected to be validated by September 20 with a targeted public release of Sept. 27.

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# KSIS Training

## ICU Course Available

The Kentucky beginning-of-year (BoY) session for 2013-14 is now available for registration on Infinite Campus University. The [KYBOY 1143 2013-2014 KY Beginning of Year Processes](#) course contains documentation and links to recorded training and other materials developed to assist districts in accurate data entry and reporting. You can find the course in the Events list or by selecting the Kentucky catalog. There is no cost for the session. If you need assistance with registration for the course, please contact [Laurie Kasel](#) at Infinite Campus.

## Wrap-Up for IC/KSIS Training

Response to the KSIS beginning-of-year (BoY) training session July 24-25 in Frankfort and on Lync Online Meeting Space was greater than expected with 263 people registered. KDE has taken advantage of new online meeting technology that has made it more economical and efficient to provide statewide training.

The facilitator recorded all training presentations, and they are available for reference on the [KSIS Training Web page](#).

On Aug. 21, the KIDS Division of Enterprise Data issued EILA certificates to participants in the BoY training who completed the online survey. If you participated and did not receive your certificate, please contact [Linda Burton](#).

## Hold the Date for IC/KSIS Training

Ninety-two percent of the BoY training participants said a mid-year training would be helpful and the majority preferred an early-January date. Please send any topics that you would like to see covered in this training to [Linda Burton](#) as planning will begin soon.

The tentative date for this training is Wednesday, Jan. 8, 2014. Training will be conducted in the KDE State Board Room (125) and will be available online. We will provide more details closer to the date.

## 2013-14 KSIS Data Standards Revised

Data stewards revised many of the Kentucky Student Information System (KSIS) data standards this year. The standards, along with other procedural documentation, are available [here](#). Please note the revised date for the published updated standards.

Data standardization is necessary to ensure accurate, complete and consistent data that can be combined for state and federal reporting and for making data available in CIITS and the Individual Learning Plan. Please ensure that personnel are knowledgeable of the current data standards.

## New Option for Preschool Enrollment Count

A detail extract option has been added to the Preschool Enrollment Count located under Ky. State Reporting. Districts now can choose between a detail and a summary report. The summary report shows aggregate totals for each school in the district related to the preschool counting process. Districts verify these aggregate totals in December and March each year. The new detail report option will allow the user to generate a report that identifies the students counted in each of the categories on the summary report. Data verification and cleanup can be accomplished by reviewing the students identified for

each area of eligibility and other categories such as “over-income” (above 150 percent of poverty) and “other” for children who are attending the program using funds such as Title I, tuition or district general funds.

In the past, this extract included Head Start children who were transported. This category has been replaced with a count of children who receive Head Start enhanced services. These are children who are state-funded but receive Head Start services and are counted as part of the Head Start program. For more information contact, Annie Rooney French at [annie.rooney-french@education.ky.gov](mailto:annie.rooney-french@education.ky.gov).

## Tool Rights

With the start of a new school year, districts need to look at the users in their system with all tool rights.

Districts should designate only a limited number of users to have all tool rights.

District systems administrators should immediately revoke access of any person who is no longer employed with the district. The screenshot shows how to pull an ad hoc report that will list users with all tool rights in

ID	Field	Operator	Value
1	individual.lastName		
2	individual.firstName		
3	usage.allModules	=	1
4	usage.expiresDate		
5	employment.districtStartDate		
6	employment.districtEndDate		

Add

your district.

For assistance with tool rights, please contact Samantha Engstrom with the Division of District Support at (502) 564-5279 or review tool rights at the Infinite Campus Community.



## ARE YOU SOCIALLY CONNECTED TO KDE?

KDE has both a Facebook page and a Twitter feed. Subscribe to the KDE Twitter feed by connecting to @KyDeptofEd. Access the KDE Facebook page [here](#) or by searching for “Kentucky Department of Education” on Facebook under “Government Organization.”

## eTranscript Update

Jefferson County Public Schools was the first district to make the Kentucky eTranscript system available district-wide, and by the end of this school year, the process should be available to all students in public high schools across the state. Lt. Gov. Jerry Abramson and KDE Chief of Staff Tommy Floyd joined with representatives of collaborating state education agencies to make the announcement July 29 from Waggener High School.

With the Kentucky eTranscript system, students can submit transcripts for free to as many participating schools as they like. The eTranscript service is available online anytime and allows schools to upload additional information, including letters of recommendation, to be delivered with the transcripts. Students can track the process online and many students may be able to complete their entire application process online. A secure online portal keeps student information confidential. The system speeds up the time required for approval by college admissions and enables high school counselors to spend more time advising students and less time processing paperwork.

The initiative is receiving national attention; click [here](#) to read what others are saying about Kentucky's new eTranscript system. More information is available on the [eTranscript Web page](#) or contact [DeDe Conner](#), director of the Division of Enterprise Data.

Statewide implementation update:

- All (100 percent) Kentucky universities, community and technical colleges, and private postsecondary schools are participating. (Click [here](#) for a complete list of participating schools.)
- 147/173 (86 percent) of school districts are registered
- 223/234 (95 percent) of public high schools are registered



## Growth Factor Report

The Growth Factor report is due to KDE within 10 days of the close of the second month of school. This yearly attendance report includes the following information for the first two months of the school year:

- aggregate days' attendance and absence
- race and gender counts
- nonresident/non-contract students
- overage and underage students
- home hospital attendance

All information is reported by school, grade level and transportation code. Submit your Growth Factor report via the KDE website by following the steps provided on the [Web page](#) for checking and uploading your file. Note: KDE will not process a district's Growth Factor report until all of the district's enrollment overlaps of more than one day are corrected. KDE will return a new Growth Factor report to the district for review. KDE will supply each district a T-code Attendance Comparison report so that the district can review and compare the first two months of the school's T-codes to the previous year's first two months of the school's T-codes by school and grade level. T-codes are critical in determining transportation funding for the district. Please verify that all T-codes are correct before generating your district's Growth Factor report.

If you have questions, contact Steve Young, Office of Administration and Support, at [steve.young@education.ky.gov](mailto:steve.young@education.ky.gov) or (502) 564-5279.



*Some of the team members who worked on the eTranscript initiative and attended the news conference are, left to right, Linda Burton, KDE; Tammy Baden, Parchment; Paul Blankenship, CPE; Mike Erwin, Parchment; Michael Mock, Infinite Campus; Eric Creighton, Infinite Campus; DeDe Conner, KDE; Michelle Nordin, UK; Rachel Stamm, Parchment; and Len Napolitano, Parchment.*

## KEES Audit Report Now Available

The Kentucky Educational Excellence Scholarship (KEES) Audit report is now available in the Ky. State Reporting section in Infinite Campus (IC) under KDE Reports. The single student report is not intended to determine eligibility. The purpose of the report is to allow a user to view and audit the information used to determine a specific student's potential eligibility and to calculate his/her GPA.



Users will enter the state student identification number (SSID) for the student whose information they wish to review and then generate the report. Information displayed for that student includes days enrolled in the district, courses taken, course grades, credits attempted, unweighted GPA, AP/IB indicator and unit and points for each year of high school, along with the calculation used to determine the student's KEES GPA.

There are specific eligibility requirements for each of the KEES awards. Please visit the [KEES Web page](#) for more information about KEES eligibility and awards.





# CIITS News You Can Use

CIITS News, a supplement to the KSIS & More newsletter, is focused on CIITS data quality. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

## Assessments Update: KPIs, Renaissance Learning MAP, ACT, more

- Several new Key Performance Indicators (KPIs) will be added to CIITS and displayed in the KPI dashboard. In upcoming weeks, you will see K-PREP, Alternate K-PREP, K-PREP End-of-Course, College and Career Readiness, Stat 10, Student Growth (SG) Reading, and SG Math.
- Renaissance Learning will provide weekly assessment data and daily delta assessment data to be loaded to CIITS. The data will be available only for those districts that choose to complete the required data-sharing agreements. All superintendents who choose to receive this data will need to sign the data sharing agreement that will be provided and return it to CIITS Service Manager Maritta Horne at [maritta.horne@education.ky.gov](mailto:maritta.horne@education.ky.gov). Schools and districts will need to verify and correct student identification numbers prior to opting in to send this data to CIITS. Renaissance Learning will provide documentation and reports to assist districts with the data verification and cleanup process.
- Beginning in September, Northwest Evaluation Association



(NWEA) will provide a weekly update to participating districts' MAP assessment data in CIITS.

- 2012-2013 ACCESS for ELL assessment results will soon be available in CIITS. Follow this path to view the results: **School & District Data module>Report Builder>Pre-Formatted Reports and on the Student Profile.**
- 2012-2013 ACT data was extracted from Infinite Campus and will soon be available in CIITS.
- The Division of Enterprise Data recently conducted a data-cleansing effort to review test results that had not been matched to students for select administrations of particular assessments. During this effort, test scores for several students were matched and published in Infinite Campus. The data was then extracted from Infinite Campus and loaded into CIITS for these students. Data files for assessments that have been updated to included previously missing student test results and reloaded into CIITS are: 2009-2010, 2010-2011, 2011-2012 and 2012-2013 EXPLORE and PLAN, and 2011-2012 End-of-Course assessments.

## Student Data Tool Now Available

Schools and districts may access pre-constructed reports in the district Report Bank. Reports available for K-PREP and Alternate K-PREP include demographics, scale scores for grades 3-8 and Lexile/Quantile for grades 3-8.

Measures of Academic Progress (MAP) reports are available and include reading scores by demographics, and math scores by demographics, subject and grade. EXPLORE, PLAN and ACT comparisons and analysis also are available.

## CIITS District Online Lync Sessions

KDE staff will conduct online information-sharing sessions focused on the new features and functionality available in the CIITS. Districts may view the live Lync session or view the archived version.

The first session in this series was Aug. 22. Additional sessions are scheduled for Sept. 25 and Oct. 24. Staff will send Outlook meeting invitations to all chief academic officers.



## CIITS/Infinite Campus Gradebook Functionality Enhancements

The process that sends grades from CIITS to Infinite Campus is disabled pending enhancements scheduled to go into production with Infinite Campus Release Pack E. 1334 on Sept. 11. In the meantime, districts still may choose the "Send Test to Gradebook" option when creating an express test in CIITS, and the information will be sent to Infinite Campus when the process resumes Sept. 12.

Office of Knowledge, Information and Data Services (KIDS) –Division of Enterprise Data

David Couch, Associate Commissioner — DeDe Conner, Director — Linda Burton, Assistant Director

Team: Raymond Carter – Nick Gustin – Maritta Horne – Becky Jenkins – Franki Jenkins

Candy Johnson – Lisa Keeter – Lisa McKinney